



Saffron Academy Trust

Audley End Road
Saffron Walden
CB11 4UH

Telephone: (01799) 513 030
email: info@swchs.net
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Dear Parents/Carers,

The Music department at Saffron Walden County High School offers individual lessons for the following instruments, subject to availability:

Violin	Trumpet/Cornet	Saxophone	Piano
Viola	French Horn	Clarinet	Keyboard
Cello	Trombone	Flute	Voice
Double Bass	Tuba	Bassoon	Drums
Guitar – Electric/Classical	E Flat Horn		

Headteacher:
Ms Polly Lankester MA (Cantab)

The lessons are taught by visiting music teachers, who are self-employed and it is with them who you will have a private contract and be invoiced by.

Students who receive instrumental lessons will be expected to take part in one or more of the school's ensembles. The Music department reserves the right to cancel lessons if this is consistently ignored.

These, at present, include:

Senior Orchestra	Senior Strings	Show Choir
Senior Concert Band	Intermediate Strings	Lower School Choir
Intermediate Concert Band	String Quartet	Chamber Choir
Senior Jazz Band	Sax Ensemble	Senior & Intermediate Guitar Ensemble
Junior Jazz Band	Senior Trombones Ensemble	The Rhythm Corporation
	Woodwind Ensemble	

One of the most important ongoing aims at Saffron Walden County High School is to provide our students with a range of varied personal development opportunities that encourage and motivate them to attain their personal best. It is our belief that, if a student enjoys school and they are appropriately supported in this journey, then they will often flourish and develop learning skills, habits and attitudes that are necessary to successfully and effectively face challenges in the future. Therefore, if your child is in receipt of a Pupil Premium Grant (PPG) then there may be some funding options available. Please check with Mr Singh (psingh@swchs.net) BEFORE applying and tick the appropriate box on form. Please contact Mrs Chapman (jchapman@swchs.net) for 6th Form bursary.

If you would like to apply for lessons for your child, please read the attached Terms and Conditions carefully in the form below (which includes details of an additional admin charge). Once the form is completed Mrs Ure (eure@swchs.net) will try and allocate lessons but may have to put your child on a waiting list if there are no spaces available.

[Application form for music lessons](#)

If you would like any further information, please do not hesitate to contact the Music department.

Yours sincerely,

C. Law
Director of Music



TERMS AND CONDITIONS FOR INSTRUMENTAL LESSONS 2019-20

Your son/daughter has expressed an interest in learning to play an instrument in school. I would be grateful if you could take note of the following points, then sign and return the slip below to the Music department.

The cost of lessons is currently £16 per 30-minute session **which is payable directly to the peripatetic teacher with whom you will have a contract, not the school.** (Please see point 8 for financial assistance if required.)

Lessons are for 30 minutes on a rotating timetable displayed in the New Music Block and it is essential that your child checks their lesson time each week. It is the **pupil's** responsibility to turn up to the lesson **ON TIME**. Pupils Year 7 – 11 cannot have fixed lesson times.

Regular practice is vital if any progress is to be made and we rely on parents to see that this is done. Regular daily practice is suggested as a minimum.

If your child is absent from school, please inform the teacher directly or the Music department. If there is a clash: school trip, test etc and at least 48 hours' notice is given, the peripatetic teacher may rearrange if possible, but is under no obligation to do so or to make up the lesson at a later date.

Students taking lessons in most instruments will be expected to participate in at least one school ensemble. Lessons can be discontinued if this does not happen consistently.

If your child wishes to discontinue lessons notice must be given **in writing to the instrumental teacher and 6 school weeks' notice must be paid.**

An annual Music Administration Charge (MAC) of £30 per instrument, which includes singing, is due in the Autumn Term (a pro-rata charge throughout the year.) This is a school payment either payable via Wisepay or a cheque made payable to SWCHS. **Fees are payable immediately upon request in order for lessons to continue.**

Children who are currently in receipt of Free School Meals or who are Looked After may be entitled to financial assistance with music tuition and no Music Admin Charge. Students who are eligible for Pupil Premium Grant support for other reasons, may also be able to access financial assistance with music tuition. In each instance, please discuss this with Mr Blayney (mblayney@swchs.net) before applying for lessons.

Please keep the above T&C's for your records.



Please return to: **Emma Ure, Music Department**

Pupil's name: _____ Form: _____

Instrument: _____ Contact Tel. No: _____

Contact Email: _____

Beginner: YES / NO (please delete as appropriate and write any details on reverse of this slip.)

- ☐ My child is in receipt of PPG funding, however, I am happy to fund the full cost of this particular activity
- ☐ My child is in receipt of other PPG funding and I would like to request 25% of the total cost of this particular activity
- ☐ My child is in receipt of Free School Meals and I would like to request 50% of the total cost of this particular activity

By signing this form, you agree to this information being stored by the music department and shared with the peripatetic teaching staff.

I would be pleased for my son/daughter to begin instrumental tuition. I understand and agree to the above terms and conditions, **including:**

- **The contract for tuition fees is with the peripatetic teacher, not the school**
- **I agree to pay 6 school weeks' notice and notify, in writing, the instrumental teacher to discontinue lessons**
- **I agree to pay the annual £30 Music Admin Charge**

Signed: _____ Date: _____
(Parent / Carer)